ENLISTED ORDERS/OUTGOING IST

SFC J.J. CLEMONS

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ETS - DISCHARGE ORDERS

- ETS - W/NO MILITARY SERVICE OBLIGATION (PAR ONLY - ORDERS ARE NOT REQUIRED
- ETS-W/MSO (PAR ONLY)
- ETS-W/20 YRS OF SVC (LTR FROM THE SOLDIER REQUESTING TO BE TRF TO RETIRED RESERVE)
- COPY OF PROMOTION ORDER IF RETIRING AT A HIGHER GRADE

INTERSTATE TRANSFERS

- NOTIFICATION AT LEAST 2-3 WEEKS BEFORE SOLDIER IS LEAVING
- DPER-E WILL CUT THE TRANSFER ORDER AFTER RECEIVING THE NGB 22-5-R
- SOLDIER MUST CLEAR UNIT BEFORE BEING TRANSFERRED

TRANSFERS - WITHIN STATE

- LETTER FROM SOLDIER REQUESTING TRANSFER
- FORWARD THRU LOSING & GAINING COMMANDS TO AGTN-DPER-E

TRANSFERS - WITHIN MACOMS

- UNITS MAY TRANSFER WITHIN BN'S OR MACOMS W/O DPER APPROVAL
- NOTE: MAKE SURE THEY ARE LEGAL (CORRECT GRADES, VACANCIES, ETC., OR DPER-S WILL REJECT)

TRANSFERS - AGR OR TECH

- LETTER FROM SOLDIER REQUESTING TRANSFER
- FORWARD THRU LOSING & GAINING COMMANDS TO AGTN-HRO
- HRO WILL FORWARD THE REQUEST TO DPER-E FOR ORDERS